

LibreOffice is a Free Software suite for personal productivity for MS Windows, Mac OS X and GNU/Linux, offering six feature-rich applications.

LibreOffice uses the ISO standard Open Document Format (ODF), recognized by governments and organizations, and based on true open standards.

LibreOffice reads and writes Microsoft proprietary file formats, from the legacy DOC, XLS and PPT to the latest DOCX, XLSX and PPTX (Office Open XML).

LibreOffice also handles the Hybrid PDF format, a standard PDF file which embeds an editable ODF document. These files can be opened by LibreOffice as ODF documents, and by other software as plain PDF files.

LibreOffice provides shortcuts to send documents as e-mail attachments in all available formats: ODF, PDF and MS Office formats, including legacy ones.

LibreOffice installs free fonts, designed to be compatible with every operating system and therefore able to further increase interoperability.

### **LibreOffice Migration Protocol**

The protocol is a reference for migrations, based on best practices from some of the most successful projects (such as the city of Munich in Germany, Regione Umbria in Italy, and several enterprises and public administrations in Europe).

### **Some Large Migrations**

- **City of Munich (Germany)**
  - 15,000 PCs from Windows and MS Office to Linux and LibreOffice
- **Copenhagen Hospital System**
  - 25,000 PCs from MS Office to LibreOffice
- **Comunitat Valenciana (Spain)**
  - 120,000 PCs from MS Office to LibreOffice
- **French Government**
  - 500,000 PCs of 15 Ministeries from MS Office to LibreOffice



### **More Information**

- [www.libreoffice.org](http://www.libreoffice.org)
- [blog.documentfoundation.org](http://blog.documentfoundation.org)
- [info@documentfoundation.org](mailto:info@documentfoundation.org)

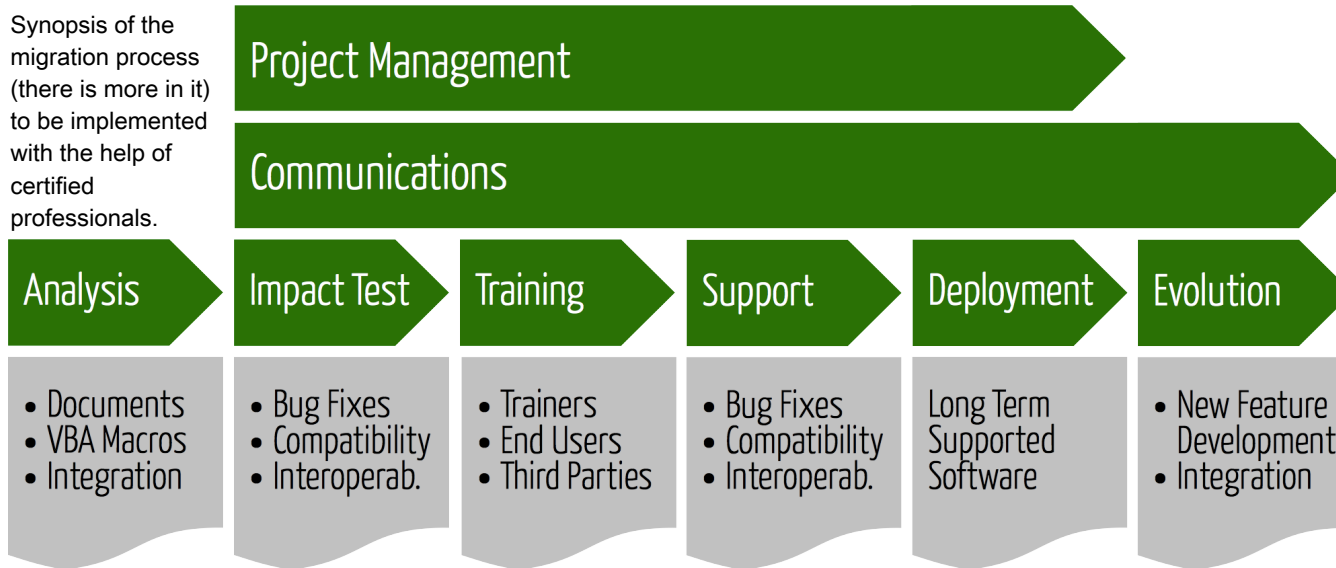
**The Document Foundation represents the LibreOffice global community**



# **Migrating to LibreOffice for enterprises and public administrations**

The office suite is a key component of any enterprise workflow, and is essential for personal productivity. LibreOffice is a viable replacement for Microsoft Office, and can significantly reduce the Total Cost of Ownership of PCs in enterprises and public administrations because of the substantially lower migration cost (in comparison to the cost of the proprietary license). This leaflet gives an overview of the migration process, based on some successful European case studies.

Synopsis of the migration process (there is more in it) to be implemented with the help of certified professionals.



### Lessons from successful migrations

LibreOffice's feature set is more than adequate for the everyday needs of the majority of users inside organizations. In general, the few technical obstacles are related to very complex documents, or to spreadsheets using advanced features, or to MS Office macros, which are often difficult to migrate for various reasons.

Users should be able to produce documents using LibreOffice right after the training: therefore, it is crucial to complete the set up and the test of the workstations before the training begins, as any delay in the installation of LibreOffice will diminish the effect of the training itself. It is also extremely important to offer a reference point for any problem connected to the migration, starting from "technology leaders" up to trained support personnel.

The production of the first documents will create a positive perception about the quality of LibreOffice: a smooth process will motivate users to continue and try more advanced features, while stumbling into an issue will leave a negative feeling.

The biggest problem is resistance to change, which is a side effect of the introduction of a new technology in every large organization. This is seen as a burden in addition to everyday work, and has to be tackled with focused communication. Users have to be persuaded that the new tool can provide a better and more rewarding user experience.

The "brute force" method – which consists in installing LibreOffice and eradicating MS Office without any warning – is the worst of all choices, as it creates a rejection effect which kills any hope of success.

### Migration, step-by-step

- Communicating the change
- Starting the migration process
- Providing training and support
- Deploying LibreOffice on PCs

The deployment of LibreOffice needs to be planned in advance and should be coordinated with the training schedule, in order to ensure that users will be able to use the software after the first training session.

The deployment method can be selected according to the IT infrastructure. LibreOffice can be mass deployed on Windows by tweaking the .MSI package, and creating a Group Policy Object (GPO) to distribute the software package.

Deploying LibreOffice does not mean eradicating MS Office from each and every PC. The goal is to maximize the number of PCs using LibreOffice, and foster the interoperability with MS Office by identifying the areas where the latter tries to perpetuate the lock-in.

It will be necessary to educate all users to rely on the ODF document standard to exchange files both internally and externally, as this is the only way to ensure true interoperability, and replace proprietary fonts with free fonts to avoid "visual" issues.

The Document Foundation suggests deploying LibreOffice in large organizations with the backing of professional support by certified people (a list is available on the website).